

Rent Roll Information
(Acquisition and/or Rehabilitation Projects Only)

For acquisition and/or rehabilitation of rental developments, a current rent roll is required. The rent roll must be dated not more than six months prior to the first day of the Application Acceptance Period. It should generally disclose the terms and rate of all leases and holdovers as of the date of the rent roll. At a minimum, it should include: the unit number, the unit type (number of bedrooms, baths and size of the unit), the tenant's name if occupied or "vacant" if not occupied, date current tenant moved in or, if vacant, the date the last tenant moved out, date of lease expiration, the monthly rent amount stated on the lease, the monthly rent amount paid by the tenant (i.e. net of concessions or subsidy).

The following example form is available from Harris County. However, the required information does not need to be re-entered on the example form below if the current owners/property manager's existing roll contains this information.

SAMPLE RENT ROLL							
Date:	Completed By:						As of Date:
Unit #	Unit Type/ Sq. Ft.	Tenant Name	Lease Start	Lease Expiration	Rental Rate	Tenant Pays	Comments
101	1/1-630	Jones	10/08	10/10	450	450	
102	1/1-630	Smith	12/08	12/10	450	400	
103	1/1-690	Travis	6/07	6/09	470	470	
104	2/1-720	Wright	5/07	5/09	600	450	
105	2/1-720	Vacant	10/07	10/09	600	0	
106	2/1-790	Johnson	11/07	11/09	650	650	